**Demonstrating changing pictures…**

1. Find and save an appropriate picture from the Internet into your MSITA Lesson 8 folder.
2. Insert the picture into a new Word document. Save the document as Lesson 8 Graphics Practice in your MSITA Digital Notebook in your Lesson 8 folder.

1. Format the picture as Tight and resize the image so that nine pictures will fit on the page (3 per row). **Remember:** You must select the picture to get your Drawing Tools Format Ribbon,

Arrange Group, Wrap Text, Tight

1. Copy and paste the images like so…

**3**

**2**

**1**

**6**

**5**

**4**

**9**

**8**

**7**

1. View the gridlines (on the View tab) so that you are sure to get the pictures lined up correctly and neatly (View tab, Show Group, Gridlines).
2. Make the follow changes to the pictures…

* Image 1 – Remove Background (Adjust Group, Remove Background)
* Image 2 – Change the brightness and contrast of the image (Adjust Group, Corrections,

Brightness 40% Contrast).

* Image 3 – Change the color of the image (Recolor, Saturation, Tone)

\*Pick your favorite color

* Image 4 – Flip horizontal (Rotate)
* Image 5 – Add the artistic effect (Adjust Group, Artistic Effects, Glass)
* Image 6 – Change the picture style to Rounded Diagonal Corner, White (Picture

Styles Group)

* Image 7 – Add a 3 pt. Red border around the image (Picture Styles Group, Picture

Border)

* Image 8 – Add a Shadow to the image with a Below Perspective (Picture Styles Group)
* Image 9 – Crop the image to a shape- you may pick any shape you want! (Size Group)